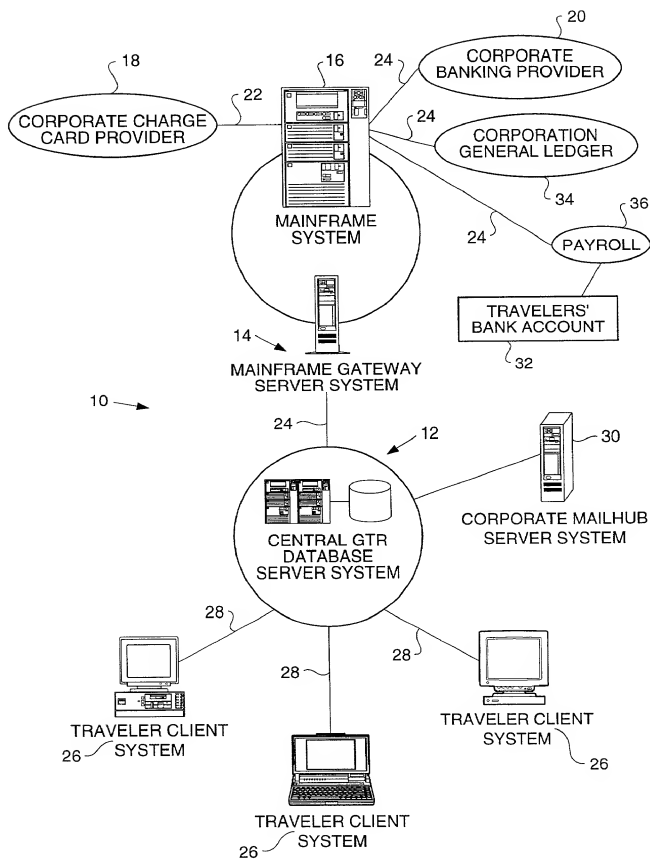
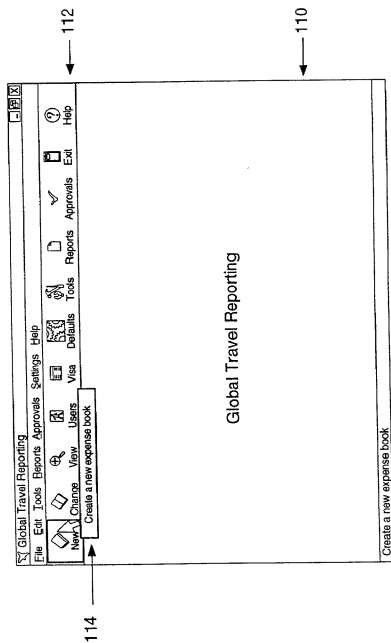


Fig. 1

HIG-2-



GTR New Book Wizard

Please enter the following information and click Next to continue.

Employee name: 118

Book title: 120

Book start date: 122

Book end date: 124

126

Help <Back Next> Cancel

116

FIG. 4

Please enter the following information and click Next to continue.

List business purpose, city, and person visited including: title, company name, and business relationship.

Trip to Halifax, Canada to visit Caterpillar dealer John Smith of Atlantic Tractors and Equipment. John, the IS Manager, helped us gather new system requirements.

Help

<Back

Next >

Cancel

128

126

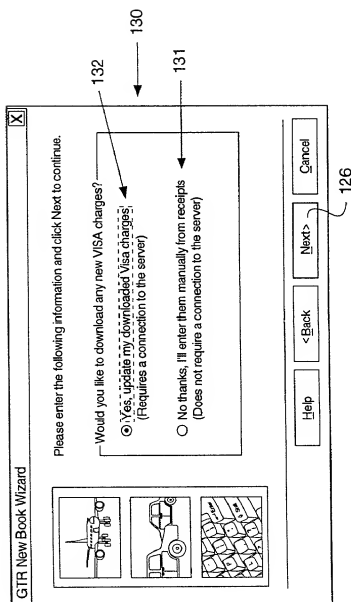


FIG-138

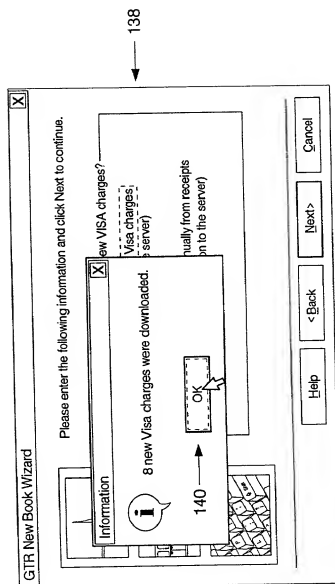


FIG. 8

Preview

Book Info.

Defaults

Overrides

Visa Info.

Calculator

Print

Submit

Help

International Book

Manual Entries...

Downloaded Visa Charges

Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
98SHELL 2001	\$17.18	CAD	23.64		23.64	
98NATIONAL-T	\$281.50	CAD	385.32		385.32	
98UNITED AIR	\$450.16	USD	450.16		450.16	
98FIRST BANK	\$100.00	USD	100.00		100.00	
98FINANCE C	\$2.00	USD	2.00		2.00	
98HOLIDAY IN	\$776.00	CAD	1055.98		1055.98	
98TONY ROM	\$20.38	CAD	28.00		28.00	

Apply To Book...

Reconcile Toggle

Drag to resize ↓

144 →

146 →

Description	Amt. in USD	Curr. Code	Local Amt.	Print. Type	Rec Req.?
98 Business Purpose					

148

142

Delete

Edit...

FIG. 20 -

X

Select a Category and Sub-Category

151 →

Category:

Business Purpose

Cash Advances/Fees

Entertainment

Except Reimbursement

Hotel

Meals

Mileage

Other

Transportation

153 →

Sub-Category:

Airfare

Airport Tax

Other Transportation

Parking

Rail

Rental Car

Rental Car Gas

Taxi

Please select a category and sub-category and click next to continue:

150 →

Help

<Back

Next>

Cancel

126

9/26

11-11-11

11/26

Save

Preview

Book Info.

Defaults

Overrides

Visa Info.

Calculator

Print

Submit

Intermediary

Manual Entries...

Downloaded Visa Charges

148

Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
01/15/1998	SHELL 2001	\$17.18	CAD	23.64		23.64	
01/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32	
02/01/1998	UNITED AIR	\$450.16	USD	450.16		0.00	Y
02/05/1998	FIRST BANK	\$100.00	USD	100.00		100.00	
02/05/1998	*FINANCE C	\$2.00	USD	2.00		2.00	
02/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98		1055.98	
02/05/1998	TONY ROM	\$20.38	CAD	28.00		28.00	

144

161

142

Expense Book Entries

160

Date	Description	Amt. in USD	Curr. Code	Local Amt.	Print. Type	Rec Rec
02/01/1998	Business Purpose	\$0.00	USD	0.00		
02/05/1998	Airfare	\$450.16	USD	450.16	VISA	Y

146

148

Fig. 12-

GTR Data Entry Screen
X

File Edit Visa Charges Expenses Settings Help

Save Preview Book Info. Details Overrides Visa Info. Calculator Print Submit

Manual Entries...

Downloaded Visa Charges

Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
01/15/1998	SHELL 2001	\$17.18	CAD	23.64		23.64	
01/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32	
02/01/1998	UNITED AIR	\$450.16	USD	450.16		0.00	Y
02/05/1998	FIRST BANK	\$100.00	USD	100.00		0.00	Y
02/05/1998	FINANCE C	\$2.00	USD	2.00		0.00	Y
02/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98		1055.98	
02/06/1998	TONY ROM	\$20.38	CAD	28.00		28.00	

Apply
Reconc

Expense Book Entries

Date	Description	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Rec
02/01/1998	Business Purpose	\$0.00	USD	0.00		

Drag

FIG-13-

13/26

Hotel - VISA

Check-in date: 02/05/1998

Number of nights: 5

Local daily rate with taxes: 200

Total in US dollars: 734.86

Hotel chain: 166 Holiday Inn

Specify other:

Local currency: CANADA (DOLLAR)
Currency code: CAD
Exchange rate: 1.3608000

Change...

Apply This Item to Your Expense Book

Help <Back

Cancel

Date: 02/01/1998
Description: Business Purpose
Amt. in USD: \$0.00
Curr. Code: USD
Local Amt.: 0.00
Print: Type Rec: Reg

164

168

170

158

Fig-14-

Hotel - VISA
X

You still have a balance left on this VISA charge.

VISA local amount:

1055.98

Amount applied so far:

1000.00

Balance:

55.98

Would you like to continue applying the balance to other expense categories?

Yes

No

Help

174

Yes

172

55.98

171

55.98

170

55.98

169

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FIG. 16

Dinner - VISA

You still have a balance left on this VISA charge.

VISA local amount: 1055.98

Amount applied so far: 1040.00

Balance: 15.98

Would you like to continue applying the balance to other expense categories?

☐ Yes
 ☒ No

Date

02/01/1998

Description

Business Purpose

AMT: IN USD

\$0.00

Curr: USD

USD

Total Amt:

0.00

Print: Type

Printed

16/26

182

184

FIG. 18

X
Select a Category and Sub-Category

Please select a category and sub-category and click next to continue:

Category:

151 → Business Purpose

Cash Advances/Fees

Entertainment

Except Reimbursement

Hotel

Meals

Mileage

188 Other

Transportation

Sub-Category:

Cash Pmt of VISA Chg 153

Laundry or Valet

Other Expense

Other Tip

Personal VISA Charge 190

Telephone or Fax

Help

<Back

Next> 126

Cancel

FIG-19-

19/26

Personal VISA Charge

Date: 02/05/1998

Local amount: 15.98

Total in US dollars: 11.74

Local currency: CANADA (DOLLAR)
Currency code: CAD
Exchange rate: 1.3608000
Change...

Information

To prevent possible rounding errors, the exchange rate has been adjusted for this charge.

OK

Apply This Item To Your Expense Book

Cancel

Help <Back

Date	Description	Amount in USD	Local Amt.	Local Amt.	Print	Type	Rec	Reg
02/01/1998	Business Purpose	\$0.00	USD	0.00				

192

158

FIG-20-

Downloaded Visa Charges						
Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance Reconciled?
01/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32
02/01/1998	UNITED AIR	\$450.16	USD	450.16		0.00 Y
02/05/1998	FIRST BANK	\$100.00	USD	100.00		0.00 Y
02/05/1998	*FINANCE C	\$2.00	USD	2.00		0.00 Y
02/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98		0.00 Y
02/06/1998	TONY ROM	\$20.38	CAD	28.00		28.00
02/08/1998	OUTBACK S	\$17.18	CAD	23.64		12.35
Expense Book Entries						
Date	Description	Amt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Reg
02/05/1998	Dinner	\$29.39	CAD	40.00	VISA	
02/05/1998	Hotel	\$146.97	CAD	200.00	VISA	Y
02/05/1998	Airfare	\$450.16	USD	450.16	VISA	Y
02/05/1998	Cash Advance Fee	\$2.00	USD	2.00	VISA	
02/05/1998	Cash Advance-VISA	\$100.00	USD	100.00	VISA	
02/05/1998	Personal VISA Charge	\$11.76	CAD	15.98	VISA	

119-21-

21/26

Save

Preview

Book Info.

Details

Overrides

Visa Info.

Calculator

Print

Submit

Manual Entries...

Downloaded Visa Charges

Trans. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
01/15/1998	SHELL 2001	\$17.18	CAD	23.64		23.64	Y
01/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32	Y
02/01/1998	UNITED AIR	\$450.16	USD	450.16		0.00	Y
02/05/1998	FIRST BANK	\$100.00	USD	100.00		0.00	Y
02/05/1998	*FINANCE C	\$2.00	USD	2.00		0.00	Y
02/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98		0.00	Y
02/06/1998	TONY ROM	\$20.38	CAD	28.00		0.00	Y

Apply

Recon

Drag

Expense Book Entries

Print. Type Rec Reg

Date	Description	Amt. in USD	Curr. Code	Local Amt.	Print. Type Rec Reg
02/05/1998	Personal VISA Charge	\$11.76	CAD	15.98	VISA
02/06/1998	Dinner	\$20.38	CAD	28.00	VISA
02/06/1998	Hotel	\$146.97	CAD	200.00	VISA

144

146

142

FIG. 22

FIG. 22 is a screenshot of a software interface titled "Select a Category and Sub-Category". The interface is designed for selecting a category and sub-category, and then proceeding to the next step.

The main content area contains two sections:

- Category:** A list of categories is displayed, with "Entertainment" selected. The list includes:
 - Business Purpose
 - Cash Advances/Fees
 - Entertainment
 - Except Reimbursement
 - Hotel
 - Meals
 - Mileage
 - Other
 - Transportation
- Sub-Category:** A list of sub-categories is displayed, with "Entertainment" selected. The list includes:
 - Entertainment
 - Entertainment Tip

Below the sub-category list, there is a "Choose one" section with two radio buttons: "CASH" (selected) and "VISA".

At the bottom of the interface, there is a summary bar with the following information:

- Date: 02/06/1998
- Category: Hotel
- Amount: \$146.97
- Sub-Category: CAD
- Amount: 200.00
- Payment Method: VISA
- Buttons: Help, <Back, Next>, Cancel

Labels 150, 151, 153, 212, 214, and 216 point to specific elements in the interface:

- 150: Points to the "Category:" label.
- 151: Points to the "Entertainment" category.
- 153: Points to the "Sub-Category:" label.
- 212: Points to the "Entertainment" sub-category.
- 214: Points to the "Choose one" section.
- 216: Points to the "CASH" radio button.

FIG-23-

23/26

142

GTR Data Entry Screen

Edit

Visa Charges

Expenses

Settings

Help

218

?

Help

Submit

Submit for approval and payment.

Print

Calculator

Visa Info.

Save

Preview

Book Info.

Defaults

Overrides

Manual Entries...

Downloaded Visa Charges

ns. Date	Merchant	Amt. in USD	Curr. Code	Local Amt.	Applied to Book	Balance	Reconciled?
/15/1998	SHELL 2001	\$17.18	CAD	23.64		23.64	Y
/15/1998	NATIONAL-T	\$281.50	CAD	385.32		385.32	Y
/01/1998	UNITED AIR	\$450.16	USD	450.16		0.00	Y
/05/1998	FIRST BANK	\$100.00	USD	100.00		0.00	Y
/05/1998	*FINANCE C	\$2.00	USD	2.00		0.00	Y
/05/1998	HOLIDAY IN	\$776.00	CAD	1055.98		0.00	Y
/06/1998	TONY ROM	\$20.38	CAD	28.00		0.00	Y

Apply

Recon

Expense Book Entries

e	Description	Amt. in USD	Curr. Code	Local Amt.	Prmt. Type	Rec Req
01/1998	Business Purpose	\$0.00	USD	0.00		

144

146

Fig-24-

GTR Data Entry Screen

Save

Preview

Book Info.

Defaults

Overrides

Visa Info.

Calculator

Print

Submit

Help

Expenses

Settings

Help

Manual Entries...

Confirm

ns. Date	Merchant	Am
/15/1998	SHELL 2001	
/15/1998	NATIONAL-T	
/01/1998	UNITED AIR	
/05/1998	FIRST BANK	
/05/1998	*FINANCE C	\$2.00
/05/1998	HOLIDAY IN	\$776.00
/06/1998	TONY ROM	\$20.38

222

Yes

No

Submit

Apply

Recon

Expense Book Entries

e	Description	Amnt. in USD	Curr. Code	Local Amt.	Pmnt. Type	Rec Req
01/1998	Business Purpose	\$0.00	USD	0.00		

GTR Data		Book Submission		<div> <div> <div>?</div> <div>hit</div> <div>Help</div> </div> <div>Internet</div> <div>224</div> </div>	
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<div> <div>Do you want to proceed with submission of this book?</div> <div>226</div> <div> <div>Yes</div> <div>No</div> </div> <div>Moving expenses to server...</div> </div>		<div> <div>05/1998</div> <div>05/1998</div> <div>05/1998</div> <div>05/1998</div> <div>05/1998</div> <div>05/1998</div> <div>05/1998</div> <div>05/1998</div> <div>05/1998</div> <div>05/1998</div> </div>		<div> <div>Drag</div> <div> <div>?</div> <div>hit</div> <div>Help</div> </div> <div>Internet</div> <div>224</div> </div>	

